

Scheduling Time to Complete Distance Learning Topics

Allocate quiet time. Those who have been successful with e-learning agree that it's critical to commit to a training schedule. Decide on a consistent time of day, make an appointment with yourself, and write it on your calendar just as you would any other meeting. Because it's important to avoid telephone and email interruptions, try to make your learning appointments for times that won't be full of people clamoring for your attention. Be jealous of your time and attempt to keep it free from disruption.

Discuss your schedule with your manager and co-workers. Because you're not off site in a classroom, people may be tempted to interrupt you while you're learning. It's vital to discuss your training schedule in advance with those around you, so they'll understand the times that you'll be unavailable and why it's important not to disturb you.

Take the program and yourself seriously.

Elicit the support of your colleagues, family and friends before you start out on your online adventure. This built-in support system will help you tremendously since you may be participating in distance learning rather than completing your “regular” work. It helps to surround yourself with people who understand and respect what you are trying to do.

Make sure you have a private space where you can study.

This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers everywhere, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep will take priority over studying.

Accommodate yourself. In self-paced e-learning, there's no teacher setting the schedule. If you study for a long period of time, be sure to take frequent breaks. In fact, most effective learning takes place in 20- to 30-minute chunks. If you study for longer than that, you won't be fresh enough to absorb and retain new knowledge.